

A.D. 3.9, Employee Travel and Use of Motor Vehicles
Prepared for signature 1/29/02 - effective 2/8/02

1. Policy. The Department shall utilize vehicles to conduct official state business and shall promote preventive and scheduled maintenance for all assigned State-owned motor vehicles.
2. Authority and Reference.
 - A. Connecticut General Statutes, Sections 5-141c and 18-81.
 - B. Department of Correction, Procedures for Travel Authorization and Reimbursements.
 - C. Department of Administrative Services, General Letter 115, November 1997, "Policies Governing the Use of State-Owned Motor Vehicles and Personally-Owned Motor Vehicles Used on State Business".
 - D. Department of Administrative Services, General letter 212, September 1998 "State Employee Reimbursement Regulations and Policies".
 - E. American Correctional Association, Standards for Adult Probation and Parole Field Services, Second Edition, March 1981, Standard 2-3085.
 - F. American Correctional Association, Standards for Adult Correctional Institutions, Third Edition, January 1990, Standards 3-4189 and 3-4190.
 - G. American Correctional Association, Standards for Adult Local Detention Facilities, Third Edition, March 1991, Standards 3-ALDF-3A-23 and 3-ALDF-3A-24.
3. Definitions. For the purposes stated herein, the following definitions apply:
 - A. Commuter Mileage. Home to office travel and return.
 - B. Motor Vehicle. Any automobile, truck, bus, emergency vehicle, or motorcycle.
 - C. Official Duty Station. The facility or other fixed location to which an employee reports for duty.
 - D. Travel Authorization Request (TAR). State Form CO 112, required for all out-of-state travel, and for any in-state travel for which expenses will exceed \$25.00.
4. Motor Vehicle Acquisition. Any request for a new vehicle(s) and/or a substitution(s) of existing vehicle(s) shall be in writing and include complete justification. The request shall be submitted to the Director of Fiscal Services for review and approval prior to submission to the Director of State Fleet Operations.
5. Fuel. State vehicle drivers shall obtain fuel and replacement oil at State-owned stations located throughout the State. In an emergency, fuel and/or oil may be purchased from a commercial vendor through the use of a Department issued oil company credit card. Upon presentation of a receipt, an employee may be reimbursed for personal expenses to purchase fuel for a State vehicle from a commercial vendor, as circumstances require.

6. Vehicle Markings and Registration.

- A. Marking. A State-owned motor vehicle shall be identified as prescribed by the Director of State Fleet Operations. No equipment, decoration, or advertisement shall be affixed to or removed from a State vehicle without prior approval from the Office of State Fleet Operations.
- B. Registration. The Office of State Fleet Operations shall register a State-owned vehicle. No unit shall apply directly to the Department of Motor Vehicles for registration plates without written permission of the Director of State Fleet Operations.

7. Licensure. Each operator shall have valid license to operate the type of vehicle assigned. Employees shall notify an immediate supervisor in writing if the employee's driver's license has been modified with limitations, suspended or revoked. Such notification shall not be made later than the start of the next shift the employee works after their license has been suspended or revoked. No employee shall drive a state vehicle if the employee's license has been suspended or revoked.

8. Travel Authorization Requests. Employees travelling on official state business are required to adhere to state and agency policies governing travel approvals and reimbursement. An employee shall obtain an approved travel authorization form (TAR) prior to any out-of-state travel. A TAR shall be required prior to any travel resulting in expenses of greater than \$25.00. TAR's shall be completed and submitted for approval in accordance with departmental Procedures for Travel Authorization and Reimbursements. The Department shall annually prepare a blanket TAR covering Central Transportation, Security Division and Community Enforcement staff transporting inmates across state lines.

9. State Vehicles Usage Limitations. With the exception of the authorized officials listed in Section 10 below, state vehicles shall be utilized only to conduct official State business. The following guidelines shall apply:

- A. Personal use of a vehicle for any purpose, whether on or off duty, shall not be permitted.
- B. Vehicles shall be utilized to transport passengers only when necessary for the performance of official State business.
- C. Motor vehicles shall be driven only by an employee or a volunteer worker. Use by Volunteer Workers shall require the advance written approval by the Director of Fiscal Services and the Director of Fleet Operations.
- D. Contractors employed by the State shall not operate State-owned motor vehicles unless written permission is first obtained from the Director of Fiscal Services and the Director of State Fleet Operations.
- E. Loan, lease, or rental to any person, organization, or business or other governmental jurisdiction shall not be allowed except when deemed necessary in a state of emergency or natural disaster. Such emergency use shall be approved by the Commissioner of the Department of Correction and the Commissioner of the Department of Administrative Services.
- F. An employee for whom home to office use is approved may use the vehicle for transportation of an immediate family member to a

state work related function, local school or day care services. The vehicle shall not be driven by a family member or friend. The vehicle can be used to transport other state employees to or from their places of employment if such travel is reasonably within the normal route of home to office travel. The vehicle may be used to go to meals on work days. Incidental stops during the course of travel are also permitted. However, the car may not be used for politically sponsored events.

10. Use of State Vehicles by Specified Officials. The Specified Officials listed in subsection A below, assigned statewide emergency mobilization responsibilities, shall be authorized personal use of their state vehicle and shall be exempt from the guidelines specified in Section 9 above.

A. Specified Officials.

1. Commissioner;
2. Deputy Commissioners;
3. Non Facility Based Lead Wardens;
4. Director of Security
5. Chief of Tactical Operations; and
6. Director of Central Intelligence.

B. Guidelines for Use. The officials enumerated in subsection A above shall:

1. Maintain the vehicle at all times, (e.g., check and maintain fluid levels when refueling, immediately report any malfunction or unusual condition to Fleet Operations);
2. Maintain the vehicle's cellular telephone(s) in good working condition and have them on at all times while in the vehicle;
3. Use seat belts or child restraint seats as appropriate and at all times;
4. Strictly adhere to all State of Connecticut motor vehicle regulations;
5. Observe posted speed limits, (in emergency response situations the use of emergency lights and sirens shall be deployed to assist in movement through congested traffic or where access is required);
6. Shall be the sole operator of the vehicle, except when in the interest of safety and in consideration of extraordinary circumstances a licensed driver may drive the vehicle, with the specified official present in the vehicle, (at no time shall another individual be permitted to drive or otherwise use the vehicle without the permission of the Commissioner);
7. Require advance written permission from the Commissioner to travel beyond any contiguous state with the vehicle;
8. Not be authorized to operate the vehicle while on vacation for more than three (3) days without the authorization of the Commissioner, and at such times shall purchase gasoline at the employee's own expense;
9. Not be authorized to use the vehicle to secure support for or to oppose any candidate, party, or issue concerned with a political election; and

10. Not be authorized to use the vehicle for any other employment except for that which is directly beneficial to and compensated for by the Connecticut Department of Correction.

The Commissioner may assign and authorize the use, as stated in this section, of a specified official's vehicle to another staff member who is acting in the capacity of the specified official while the official is on an extended absence from the responsibilities of the position.

11. Overnight Parking of State-Owned Vehicles.

A. Parking Locations. A State vehicle may be parked at:

1. a Department of Correction facility or community office location;
2. a duty station; or
3. an approved state-owned location which coincides with the employee's normal travel patterns in accordance with a vehicle plan authorized by the Deputy Commissioner of Support Services and approved by the Director of Fleet Operations.

B. Department Approval. The Deputy Commissioner of Support Services may approve the garaging of a vehicle at the home of an employee up to five (5) days a month when it is deemed to be in the best interest of the State.

C. State Fleet Operations Approval. Occasional parking of a vehicle at home for more than five (5) days in a month shall require Departmental approval as defined in Section 11(B) above and the approval of the Director of State Fleet Operations.

D. Street Overnight Parking. No vehicle shall be parked overnight on any street or highway except under emergency conditions.

12. Home Garaging of State Vehicles. Requests for vehicles to be garaged at an employee's home shall be submitted to the Deputy Commissioner of Support Services for review. The Deputy Commissioner of Support Services shall forward those requests that are being recommended for approval to the Commissioner. The Commissioner may approve and forward a request to the Director of State Fleet Operations for a state vehicle to be garaged at an employee's home if:

- A. The employee is subject to 24 hour calls and must respond to emergencies, e.g., riots, natural disasters, inmate emergencies, accidents, complaints, or investigations. Past mileage reports should support the fact that this individual, or others serving in this capacity, have been required to respond to emergencies outside normal work hours.
- B. The employee's collective bargaining contract requires garaging of a vehicle at home.
- C. The employee is involved in dangerous investigative or undercover work and might be subject to bodily harm or identity discovery by parking vehicles on State-owned property.
- D. The employee carries State-owned weapons, equipment, etc., in a vehicle and cannot be practicably garaged in a secure area.
- E. The employee is a field inspection employee who is required to regularly begin work prior to 7:00 a.m., or end work after 6:30

p.m. Mileage reports shall support such requests.

- F. The field employee that is required to regularly attend late night meetings (at least six (6) times a month). This does not apply to non-field employees whose job requires them to attend evening meetings. Individual exceptions may be granted by the Office of State Fleet Operations.
 - G. The vehicle has been subjected to repeated acts of vandalism or theft at a State-owned parking location and no other practicable alternative exists.
 - H. The vehicle is used for valuable equipment storage and the equipment is highly visible or is highly likely to be attractive as an object of theft.
 - I. Overnight parking of a state vehicle at an employee's home outside of Connecticut, must be on an approved out of state travel authorization.
13. Monthly Usage Reports. The State-owned vehicle Monthly Usage Report CCP40, Attachment A, shall be completed by each employee assigned or utilizing a state vehicle. The report shall be certified by the operator as true and correct, signed by the employee's supervisor and forwarded to Fiscal Services Unit. All reports shall be verified for thoroughness and accuracy. The Fiscal Services Unit shall forward the report to the Department of Administrative Services, Fleet Operations, by the 15th of the following month.
14. Use of Personally-Owned Motor Vehicles. The following guidelines, regarding the use of personally-owned vehicles on official State business, shall be met prior to the reimbursement of mileage:
- A. Reimbursement will not be allowed for the following:
 - 1. travel from home to official duty station;
 - 2. any activity except official state business; or
 - 3. participation in any activity in which a honorarium, stipend, monetary fee, or gift of any value is given to employee involved.
 - B. The written approval of the Director of State Fleet Operations shall be required when the use of a personally-owned vehicle on official State business exceeds an average of 1,200 miles per month.
 - C. Every attempt shall be made to procure a State-owned motor vehicle for use on official state business. If a State-owned motor vehicle is not available, reimbursement for the use of the personally-owned vehicle may be permitted for official State business. Completion of a Travel Authorization Request (TAR) shall not be required. The employee shall be reimbursed at the established mileage rate for travel from the official duty station or home to and around the work area, whichever is less, and return. Commuter mileage shall not be reimbursed by the Department and shall be deducted from the reimbursement claim.
 - D. Any State employee authorized to use the employee's motor vehicle in the performance of the employee's duties, shall carry insurance for a minimum liability of \$50,000/\$100,000 and \$5,000 in property damage. The Business Manager shall have written proof of insurance on file for each employee authorized to use a personally-owned

vehicle on official State business.

- E. A quarterly summary of personally-owned vehicle mileage MVCU 12, Attachment B, shall be provided to the Office of State Fleet Operations by the Fiscal Services Unit, not later than the 15th of the month following the end of each calendar quarter.

15. Driver Responsibility. Any State employee driving a State vehicle shall:

- A. Set a good example for other drivers by driving courteously and complying with traffic and speed laws.
- B. Ensure that vehicles are serviced at proper intervals and that the Office of Fleet Operations is notified of needed repairs.
- C. Ensure that fluid levels are checked and replaced when low.
- D. Ensure that vehicle is brought in for emissions test before expiration date on the window sticker.
- E. Ensure that vehicle's interior is kept clean.
- F. Ensure that no smoking is permitted inside the vehicle.

16. Accidents. Any State employee, volunteer or contractor involved in an accident involving a State-owned vehicle shall be responsible for ensuring compliance with all State accident procedures issued by the State Comptroller and the Director of State Fleet Operations. Accident Reports shall be submitted to the Fiscal Services Unit within 48 hours of the accident. Reports shall be required for any incident that results in bodily injury or damage to property owned by the State or by others, no matter how minimal.

- A. State Accident Review Board. An incident in which a State-owned vehicle is involved that results in personal injury and/or property damage may be subject to review by the State Accident Review Board.
- B. Review of Accident Review Board Listings. Notification from the Review Board that an accident has been judged "preventable" shall require the following action from the Unit Administrator to which the motor vehicle was assigned:
 - 1. review the driver's accident record;
 - 2. counsel the driver of the responsibility and obligation to drive defensively;
 - 3. take appropriate disciplinary action if deemed necessary; and
 - 4. respond to the Director of Fiscal Services inquiry within 10 business days of receipt of the report.

17. Penalties.

- A. Violation of any specific Directives governing the use of a State-owned motor vehicle may result in suspension of motor vehicle privileges.
- B. The Department may take appropriate disciplinary action in the case of a violation of these Directives or for the engaging in unsafe practices with a motor vehicle.
- C. If an employee, volunteer or contract driver is involved in an accident as a result of the person's own willful or wanton misconduct, while in the operation of a State-owned motor vehicle,

the Department may assess the responsible party the cost for property damage. Also misuse or false statements about the use of a vehicle may result in a civil action against the employee.

- D. The unit, once it is notified service is completed on a vehicle, will be charged the daily rental rate if the vehicle is not picked up in three (3) days.
18. Fines and Charges. Parking fines or other violation charges shall be the personal liability of the motor vehicle operator and shall be paid promptly when incurred. The Department shall not reimburse any person for the payment of fines or other violation charges.
19. Complaints. Any complaint concerning State vehicles, drivers and passengers, regardless of the source, shall be immediately investigated by the responsible Unit Administrator to whom the vehicle is assigned. The result of the investigation shall be reported in writing to the Director of Fiscal Services.
20. Travel Reimbursements.
- A. Petty Cash Advances. Employees traveling out-of-state on official business may be provided with a cash advance of up to 75 percent (75%) of estimated allowable expenses (100 percent for executive staff). If total estimated allowable expenses exceed \$200, the advance will equal the total less \$50.00. These funds shall be made from the agency's petty cash fund, up to the limit of the fund. At the conclusion of the trip, the employee shall submit the proper vouchers or receipts to substantiate expenses incurred. If the advance was less than the substantiated expenses, the employee will be reimbursed up to the authorized amount for out of pocket expenses. Any excess of the advanced amount shall be returned by the employee to the Fiscal Services Office, within five (5) days following the employee's return from travel.
 - B. Funds for Travel Expenses. When authorized cash advances for travel expenses are made to employees from the Petty Cash Fund, the recipient shall be required to sign a statement acknowledging: (1) the amount of cash advanced and (2) that within five (5) working days after return the recipient will submit a completed form CO-17XP-PR "Reimbursement of Travel Expenses" to the Fiscal Services Unit.
 - C. Reimbursable Expenses. Traveling expenses which will be reimbursed are confined to those expenses approved in advance and essential to transacting official business.
 - D. Telephone Services. Charges for telephone calls made for official State business will be allowed provided that proper documentation is maintained involving the number of such calls, the rate per call and to whom the calls were made.
21. Exceptions. Any exception to the procedures in this Administrative Directive shall require prior written approval from the Commissioner.